

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
SOCIAL SERVICES INVESTIGATIONS SUPERVISOR
DIVISION OF CHILD SUPPORT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Services is seeking skilled investigation professionals who have a strong desire and aptitude to supervise a team of investigation professionals in the Bureau of Child Support Enforcement (BCSE). These positions are based at three BCSE field offices and the central administrative office. All positions report to the appropriate Social Services Program Manager within the Division of Child Support Enforcement. Travel to DSS sub-offices, state courts, as well as to other administrative state agencies may be required.

Open To: Department of Social Services Employees Only:

Applicants must have taken and passed the current state of CT examination #141090 (expires 09/14/15) for Social Services Investigations Supervisor to qualify for this posting. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for these vacancies.

Location: 3580 Main Street, Hartford, CT (Position# 34358)
699 East Middle Turnpike, Manchester, CT (Position# 34140)
62 Commercial Blvd. Suite #1, Torrington, CT (Position# 109219)
55 Farmington Ave., Hartford, CT (Position# 109143)

Job Posting No: SSI-SPVR

Schedule: Monday through Friday ~ 8:00am – 4:30pm ~ 40 Hours per Week

Salary Range: \$64,847 – \$82,533 annually (promotional formula will be used to calculate salary)

Closing Date: October 16, 2014

Essential Responsibilities:

The Investigations Supervisor in the Child Support unit handles all areas of supervisory responsibility for an assigned team of investigators.

Qualifications:

Applicants must demonstrate that they have considerable Investigator skills as well as a thorough understanding of the roles and responsibilities of the SS Lead Investigator and SS Investigator, including investigatory methods and techniques, court procedures and related legal instruments; ability to analyze and interpret laws, statutes, regulations, & policies; ability to interpret and utilize system generated reports; extensive knowledge of agency child support policies and procedures; demonstrate ability to effectively train unit employees; significant oral and written communications skills.

Successful applicants must demonstrate that they have effective supervisory abilities and skills.

Proficiency in the navigation and use of the Connecticut Child Support Enforcement System (CCSES) as well as the DSS Eligibility Management System (EMS) is required. Experience in the use of reporting tools such as Microsoft Excel is preferred.

Note: *The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.*

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and your two (2) most recent Performance Appraisals in duplicate to:

Maria Taylor, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105

Due to the large volume of applications received, we are unable to confirm receipt of applications.

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE RECEIVED BY THURSDAY, OCTOBER 16, 2014

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.